

City of Redmond, Washington

Purchasing Division, M/S: CAFIN

15965 NE 85th Street

PO Box 97010

Redmond, WA 98073-9710

Formal Request for Proposal

The City is interested in receiving proposals for temporary personnel services in various job classifications to include, but not be limited to, clerical, secretarial, administrative support, receptionist, data entry and general laborers.

RFP-10064-05/NED

The City of Redmond, Washington requests interested parties to submit sealed bid/proposals for the above referenced Formal Request for Proposal. This RFP is intended to result in the selection of temporary personnel service providers to furnish qualified temporary help on an as-needed basis and as requested by authorized City of Redmond personnel.

Due Date/Time: **04:00 PM (local time), Monday, October 24, 2005.**

The City of Redmond – Purchasing Division must receive bids no later than said date and time. Responses may be faxed, mailed or hand delivered to the City of Redmond, Purchasing Division, MS: CAFIN, 15965 NE 85th Street, PO Box 97010, Redmond, WA 98073-9710, FAX (425) 556-2185.

Bid Requirements:

It is the City's intent to select the proposal which, in the City's opinion, represents the lowest responsible bid having met all identified bid criteria. Terms of this agreement are outlined in this proposal, in Attachment A, Scope of Services, and Attachment B, City of Redmond's Standard Terms and Conditions.

The City requests all responses include:

- Respondents must complete and return Attachment A, Scope of Services, of this Request For Proposal
- Respondents shall provide their company's practices and credit policy for replacing any temporary employee deemed not suited to the assignment by the City and for employees who request to terminate their assignment prior to its completion.
- Respondents may also include letters of introduction, brochures and other materials appropriate for the purpose of reviewing proposed services.
- A references list (including contact name and telephone number) of at least three (3) recent customer operations of similar scope and size that the City may use to contact.

Additional Response Requirements include:

1. By submitting a proposal, the Contractor agrees to be governed by the terms and conditions set forth in this document. No change or deviation from the terms set forth in this document is permitted without the prior approval of the City.
2. Proposals must include all information requested and meet all specifications and requirements outlined in this RFP. Proposals will be evaluated based upon the information submitted and the quality of the service proposed.
3. After award of the contract, all proposals will be opened to public inspection. Net cost material will not be handled as confidential.
4. The Contractor must bear all costs associated with the preparation of the proposal and of any oral presentation requested by the City.
5. Selected Contractors may be required to meet with City staff to discuss their proposals. If contractors are invited to meet with the City, each firm should be prepared to discuss and substantiate any of the areas of the proposal submitted and other areas of interest relative to its proposal.
6. The Contractor must be able to meet the conditions of the agreement without subcontracting.
7. The Contractor may be required to obtain a City of Redmond business license prior to performing any services and maintain the business license in good standing throughout the term of its agreement with the City.

Term, Renewal & Termination:

This RFP, as may be amended by mutual agreement of the contracting parties, will be made part of the temporary help services contract. The term of this contract shall be for the period of two (2) years with 2 additional 1 year renewal provisions.

The contract may be terminated by either party by giving the other party not less than sixty (60) days written notice of the intention to terminate as of the date specified. If the contract is terminated by the City for any reason, prior to expiration of this term, the Contractor may be asked to continue providing the services of any temporary employee on assignment to the City of Redmond at that time, until a new contractor can be selected provided this period shall not exceed thirty (30) days.

Selection & Award:

It is the City's intent to award this purchase to the Contractor who provides the most cost effective and responsible bid that, in the opinion of the City, meets all specification criteria and offers terms and conditions most advantageous to the City. The City will not accept any proposal based on price alone, but will make an award based on the evaluation of factors set forth above. Accordingly, each initial proposal should be submitted on the most favorable and complete operating and technical terms possible.

Upon selection of Contractor, the City will enter into a non-exclusive agreement for the purchase of these services as specified in the City's Scope of Work. The City of Redmond reserves the right to reject any or all proposals, and to waive any irregularities

or information in the evaluation process. The final decision is the sole decision of the City of Redmond, and the respondents to this formal request have no appeal rights or procedures guaranteed to them.

Questions/Inquiries:

Please direct any questions pertaining to this request to the City agent listed below. No other City official or employee is empowered to speak for the City with respect to this acquisition. Any information obtained from any non-approved source shall not be binding and may disqualify your proposal.

Neil E. Dickenson, C.P.M.
Purchasing Agent
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Fax: (425) 556-2185
ndickenson@redmond.gov